

# SUPERVISOR REMOTE WORK CONSIDERATIONS

The City of Saint Paul uses remote work arrangements when appropriate. However, remote work is not appropriate for all positions or all employees. The business needs of the work unit are the primary considerations for authorizing remote work. Managers and supervisors must consider the pros and cons of remote work before making a final decision. The following questions may be helpful to guide your discussions or decisions about remote.

## Work Unit

1. Can the duties and tasks of the work unit be completed at another location in the same fashion as at the office?
  - a. Yes No
  - b. What percentage of tasks could be done at another location?
  - c. Could tasks reasonably be updated so they could be done at another location while meeting the needs of the agency and without changing the duties of the position?
2. If an employee works remotely, would there be an increase in work for other employees?
  - a. Yes No
3. Are all members of the work unit able to work remotely, or is the team a mix of remote and in-person?  
Yes No
4. Does the team have structures in place to ensure essential work is being completed?  
Yes No
5. Does the team have structures in place to ensure team members are able to connect with one another, formally and informally?  
Yes No
6. Can team maintain effective customer/client service?  
Yes No
7. Can staff meetings be attended remotely?

Yes      No

If yes, what additional conference tools or equipment are required?

Could the unit reasonably procure them?

Do all team members know how to use conference technologies?

Can they learn them?

Can remote workers come into the primary office location on days when staff meetings are held?

8. Does the unit access specialized data?

Yes      No

What technology systems/software are required to complete the work of the unit?

## Employee

1. Do you have any concerns about the employee's work performance?

Yes      No

2. Is the employee currently in probationary status?

Yes      No

3. Would allowing the employee to work remotely negatively impact customer/client services?

Yes      No

If yes, describe what the impact would be.

4. Does the employee and co-workers rely heavily on each other to perform collaborative work?

Yes      No

If yes, what are the barriers to remote communication?

Would critical work not get completed?

What plans can be put in place to ensure that collaboration continues, and that work gets completed?

5. Does the employee work independently and manage their own priorities?

Yes    No

6. Is the employee knowledgeable about the Department's policies and procedures that impact remote working?

Yes    No

7. Does the employee clearly understand the expectations of their job?

Yes    No

8. Does the employee need additional training to better understand the expectations of their job?

Yes    No

9. Does the employee have the communication skills required to perform their work in remote work status?

Yes    No

## **Control Measures**

1. Can the employee fully comply with all applicable laws, regulations, contracts and grant agreements while working remotely?

Yes    No

2. Does the employee work with public funds?

Yes    No

3. Are there appropriate safeguards in place to minimize incidents of fraud, waste and abuse of public funds by the employee working remotely?

Yes    No

4. Does the employee work with not public (private, confidential, or privileged) data?

Yes    No

5. If yes, is there a documented plan to protect and restrict data access in compliance with policy and law?

Yes    No

6. Does the employee have a plan for record management and retention to ensure proper documentation of work activities?

Yes    No